

## Installing individual templates

You can import and add templates to your collection as follows:

- 1) Find and download the template you want to use, as described in the previous section.
- 2) Open the Templates dialog and click the **Import** icon near the bottom right.
- 3) In the pop-up dialog, select the category where you want to store the template. (You can change this later, as described in “Moving a template” on page 203.)
- 4) A file browser opens. Navigate to the location of the downloaded template on your computer.
- 5) Select the template and click **Open**. After import, the template becomes available in the Templates dialog.



### Tip

You can manually copy new templates into the template folders. The location varies with your computer's operating system. To learn where the template folders are stored on your computer, go to **Tools > Options > LibreOffice > Paths**.

## Installing collections of templates

The Extension Manager provides an easy way to install collections of templates that have been packaged as extensions. Follow these steps:

- 1) Download the extension package (.OXT file) and save it anywhere on your computer.
- 2) In LibreOffice, select **Tools > Extension Manager** on the Menu bar, or press *Ctrl+Alt+E*. In the Extension Manager dialog, click **Add** to open a file browser window.
- 3) Find and select the package of templates you want to install and click **Open**. The package begins installing. You may be asked to accept a license agreement.
- 4) When the package installation is complete, restart LibreOffice. The templates are available for use through the Templates dialog and the extension is listed in the Extension Manager.

See Chapter 14, Setting up and Customizing, for more about the Extension Manager.



### Tip

Some extensions are packaged as .ZIP files.

## Setting the default template

If you create a new spreadsheet using **File > New > Spreadsheet** on the Menu bar or perform an equivalent interaction, Calc creates the document from the default template for spreadsheets. You can set any template as the default template. You can also reset the default template to the Calc default template.

## Setting a template as the default

Most default settings, such as page size and page margins, can be changed but those changes normally apply only to the spreadsheet you are working on. To make those changes the default settings for spreadsheets, you need to replace the default Calc template with a new one.

You can set any template displayed in the Templates dialog to be the default for that document type: